



Statement of Work

For

General Materials or Services

Title: Provision of COVID-19 Screening Test Services for Hanford Employees

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1 INTRODUCTION / BACKGROUND

The Department of Energy (DOE) manages the Hanford Site in an effort to protect the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations. This mission is accomplished through contractors and subcontractors supporting DOE.

As a Prime Contractor to the U.S. Department of Energy, Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

In accordance with DOE direction and the US Department of Energy (DOE) COVID-19 Workforce Safety Plan, all Hanford employees entering a federal owned or leased facility or the Hanford Site who have not attested to being fully vaccinated must submit to weekly COVID-19 screening tests.

The Hanford Site employees approximately 11,000 personnel. Since the COVID-19 pandemic began, many Hanford workers have been working remotely either full or part time (i.e., teleworking or otherwise remote accommodation). Employees that continue to work remotely full time are not required to be tested for COVID-19 until such time as they return to work at the Hanford Site or a federally owned or leased facility, at which time they will be required to submit to screening testing before returning. The estimated total number of employees required to be tested each week is approximately 5,000. This number could decrease over time as more employees may choose to receive vaccinations, as discussed in Section 1.3.5.

The preference for this initiative is that screening tests for the majority of workers is performed at the beginning of each work week (i.e., on Mondays) with follow-on testing for those that could not complete Monday testing. Provisions must also be made to accommodate testing of employees that work off-standard shift hours. It should be noted that this could include limited need for testing on nights and weekends. Several potential testing locations exist both on and off the Hanford Site, and could be utilized (reference Appendix A, Map of Potential Testing Locations).

1.1 OBJECTIVE

HMIS requires the services of one or more experienced subcontractor(s) to provide COVID-19 screening test services for approximately 5,000 Hanford site employees on a weekly basis. This may include the provision of one or more screening test services provided within the secured area boundary of the Hanford site (hereby identified as “On-Site Testing”) as well as areas that are within the control and/or operation of DOE, HMIS, or Other Hanford Contractors (OHC’s) (hereby identified as “Off-Site Testing”).

On-Site is considered to be the area north of Horn Rapids Road, extending to the south and west of the Columbia River and east of Highway 240. Off-Site is considered to be the area south of Horn Rapids Road and includes DOE, HMIS, and OHC controlled and operated facilities.

The overall objective for the screening test services is to deliver high quality, scientifically sound, and cost effective COVID-19 screening tests that comply with state and federal requirements.

1.2 DESCRIPTION OF WORK – GENERAL

The subcontractor shall provide qualified resources that work as a part of a team under the direct oversight of HMIS. Subcontractor resources shall participate in the planning, organizing, and performing screening test activities in support of the successful completion of goals and deliverables. Additionally, the subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by

HMIS.

Unless otherwise approved, the subcontractor shall perform screening test services in accordance with their testing procedures and protocols. For all other elements of the services, the subcontractor shall perform work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified herein.

1.3 DESCRIPTION OF WORK – SPECIFIC

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity includes the provision of COVID-19 screening test services for Hanford personnel at various locations and facilities on a weekly basis. Screening tests may be conducted using nasal swabs, nasopharyngeal swabs or saliva. Evidence for COVID-19 infection may be verified by the use of any COVID-19 viral test, such as a Polymerase Chain Reaction (PCR) or an antigen test that has been authorized by the Food and Drug Administration (FDA). Screening tests may include:

- Lab Based PCR Test
- Rapid Antigen Test
- Rapid PCR Test

The Subcontractor shall have written procedures in place for obtaining informed consent, sample collection, specimen handling, analyses, results reporting and record retention. The Subcontractor shall be responsible for obtaining and maintaining all necessary supplies for the screening test program.

To minimize impacts to operations, HMIS desires the screening tests to be conducted primarily in one day, each week. In the event screening tests of all necessary personnel cannot be conducted in one day, the Subcontractor shall commence follow-on screening tests through the week to ensure all personnel required to submit to screening tests are completed. This shall include the provision for personnel working off-standard hours as defined in Section 3.2, Site Access and Work Hours.

Due to the number of personnel requiring a screening test and the wide range of locations at which the personnel are located, the Subcontractor shall be required to mobilize multiple locations to support this effort, including both On-Site and Off-Site locations. HMIS will coordinate traffic patterns required to accommodate traffic and pedestrian flow.

While incumbent upon Hanford management to schedule employees for their screening tests, the Subcontractor must be able to implement mechanisms for communicating the capacity of each location and have the capability to report which personnel have had their screening test and the results as soon as practicable.

1.3.1. Test Kits, Masks and Other Protective Garments

The Subcontractor shall be responsible for the provision of COVID-19 screening test supplies in adequate quantities to meet daily needs. This shall include additional screening tests to support re-testing as needed in the event of inconclusive results.

Hanford personnel should arrive at the screening test locations with appropriate face coverings. The Subcontractor shall have some surgical masks available for Hanford personnel that might arrive without proper face coverings. In addition, the Subcontractor shall ensure its personnel possess and don appropriate personal protective gear and all necessary protective equipment to ensure the safety of its personnel.

1.3.2. Testing Options

Due to HMIS's preference to have all or the majority of applicable personnel tested in one day, the following service

options are outlined below. The Subcontractor may perform one or more options as described or any combination of options and other approaches the subcontractor believes is worth considering.

Option One: Testing at Hanford Provided Facility

Under this option, the Subcontractor shall establish a screening test area within an area or facility provided by DOE, HMIS or an OHC. The Subcontractor shall implement and maintain segregation of the screening test area from other locations within the building. This shall include directing personnel to the screening test location by the most efficient means possible.

The Subcontractor shall be responsible for ensuring cleanliness of the screening test area is maintained, including proper disposal of used test supplies, masks, and garments and materials. The Subcontractor shall be responsible for wiping and disinfecting surface areas during screening test operations and upon completion of activities for that day at that location. The Subcontractor shall be responsible for the disposal of all medical wastes generated in the course of providing these services.

HMIS will provide janitorial services for the screening test area, during non-test periods. This will include sweeping, mopping, and vacuuming of the area as well as a clean-up of common areas, such as bathrooms and breakrooms.

The Subcontractor shall maintain social distancing and masking protocols in accordance with the Centers for Disease Control and Prevention (CDC) and Hanford requirements. This shall include ensuring social distancing between screening test participants and the availability of masks and other similar protective equipment is provided as necessary.

Option Two: Provision of Mobile Testing Facility

Under this option, the Subcontractor shall provide mobile facilities for the screening tests of personnel at various locations. Mobile Facilities shall be fully equipped to support screening test activities, including maintaining social distance protocols between participants and the provision of masks for personnel, as needed.

Providers who propose using Mobile Facilities shall specify how they propose to conduct screening testing (i.e., drive-through, a walk-up of testing participants, etc.). In the event of inclement weather, the Subcontractor shall have the means and capability to protect personnel in the process of or waiting to be tested or coordinate with the HMIS Point of Contact (POC) to provide such.

The Subcontractor shall be responsible for ensuring cleanliness of its Mobile Facility, including proper disposal of used supplies, masks, and other garments and materials. The Subcontractor shall be responsible for wiping and disinfecting surface areas during screening test operations. The Subcontractor shall be responsible for the disposal of all medical wastes generated in the course of providing these services. HMIS will not provide janitorial services for the Subcontractor's Mobile Facility.

1.3.3. Testing of Personnel

Screening tests of Hanford personnel shall be conducted on a weekly basis, at a minimum. The Subcontractor shall obtain samples from participants. Each test shall receive either a "negative" or "positive" result. The preferred capability selected should produce results within 15 minutes, but not to exceed 30 minutes, of sample collection. In the event of an inconclusive result, the Subcontractor shall re-test utilizing a new test kit, until a "negative" or "positive" result can be determined.

1.3.4. Testing Records and Reporting

An HMIS POC will be provided to coordinate receipt of and communication of data to each company utilizing the Subcontractor's services. The Subcontractor shall provide the testing records and reporting data to the designated



HMIS POC. The Subcontractor shall ensure confidentiality protocols are in place to prevent inappropriate release of employee information.

Daily Reporting:

At the end of each period in which screening tests are administered, the Subcontractor shall provide a report to the HMIS POC regarding all testing performed. This shall include verification of those who are required to be tested have been tested. The report shall *exclude* individual results.

The report shall contain but not be limited to the following information:

- Number of tests performed daily
- Personnel Name and Hanford Identification (HID) Number or other Unique Identifier
- Date of Test

PCR Testing:

The results of the specimen samples, once analyzed and determined, will be communicated to the employee and the employee will be returned to work upon a negative screening. If the result is positive, the employee will be isolated and directed to notify their manager of the positive result. In addition, the Subcontractor shall send all positive results to the designated HMIS POC. As stated in Section 1.3.3, it is expected that results are available within 15 to 30 minutes.

Rapid Antigen/PCR Testing:

Screening tests shall be conducted in a manner that provides immediate results. The test results of the specimen samples, once analyzed and determined, will be communicated to the employee and the employee will be returned to work upon a negative screening. If the test result is positive, the employee will be isolated and directed to notify their manager of the positive result. In addition, the Subcontractor shall send all positive test results to the designated HMIS POC. Any positive test results will be immediately reported to the HMIS POC.

1.3.5. Reduction of Testing Services

HMIS anticipates the number of personnel required to be tested on a weekly basis will decline over the performance period for this work. As a result, the Subcontractor shall maintain the capability to readily demobilize its On-Site and Off-Site testing services.

HMIS will review the Subcontractor's daily and weekly reporting for each testing location to determine downward trends in the number of testing personnel. In addition, the Subcontractor shall be responsible for providing weekly feedback to HMIS regarding testing locations that have seen reduced activity and therefore, can be demobilized.

In the event the number of testing participants is reduced at a specific testing location and HMIS determines the testing location to no longer be required, HMIS will provide the Subcontractor with a notice to demobilize for that location. The Subcontractor shall be responsible for demobilization of the identified testing location in as timely and cost efficient manner as possible. Demobilization will occur within two (2) weeks (or other time period as agreed between the Subcontractor and HMIS) after receipt of the HMIS demobilization notice.

Upon receipt of a demobilization notice, the Subcontractor shall remove the identified testing site location, in its entirety, including removal and proper disposal of any remaining materials or waste. The area containing the testing site shall be restored back to its original condition and configuration.

2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

Deliverables are required to be furnished by the Subcontractor.

- The Subcontractor shall provide a daily report of all personnel screening tests performed each day, excluding the results.
- The Subcontractor shall provide a weekly report of all screening tests conducted the previous week, including the results.

Due to the sensitivity of information, the Subcontractor shall ensure the contents of test records are protected and not accessible by unauthorized personnel.

3 PLACE OF PERFORMANCE

Work will be performed at multiple locations on the Hanford site (On-Site) as well as the surrounding areas (Off-Site).

3.1 Onsite Work Location/Potential Access Requirements

The primary work location under this subcontract shall be at various areas within the secured area of Hanford as well as areas owned, operated or managed by Hanford outside the secured area.

3.2 Site Access and Work Hours

The majority of personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consists of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday. The contractor must coordinate times to provide services for these hours, but must also coordinate services to accommodate testing of employees working off-shift schedules.

Work performed outside normal operating hours is required for shift workers and shall be coordinated with HMIS.

3.3 Badging

For any on-site work, see On-Site Services Special Provisions for details. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles. Please refer to Section 8.1 for specific Hanford Site training requirements.

4 REQUIREMENTS

The requirements listed below are to identify specific standards the subcontractor and subcontractor personnel will be obligated to work to in support of this statement of work.

4.1 Engineering Requirements

Engineering requirements applicable: No

4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures a adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws,

regulations, and directives.

The subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the HMIS Buyer's Technical Representative (BTR) to do a Job Hazard Analysis (JHA).

The Subcontractor and its lower-tier subcontractor employees are to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://www.hanford.gov/pnm/page.cfm/ContractorForms>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements:

The Subcontractor shall have written procedures for the proper collection and handling of specimens and must ensure that their employees are appropriately trained to those procedures and equipment, including personal protective equipment used. The Subcontractor shall also have a written procedure that prevents Subcontractor staff from working who are ill or have had potential close contact with persons with an active COVID-19 infection. The Subcontractor shall also have a program in place to test their non-vaccinated personnel weekly before allowing them to perform on-site activities relating to this contract. This requirement is applicable to all personnel that will physically work on the Hanford Site or Federally owned or leased facilities.

4.3 Quality Assurance Requirements

The work activities for this Statement of Work (SOW) have been designated as a Quality Level F - Q Level 3 - GS. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

Table 1. Quality Assurance Requirements

	Number	Title
1.	42 USC 263a	Clinical Laboratory Improvement Amendment

5 ACCEPTANCE CRITERIA

The Subcontractor shall be able to meet the daily demand of screening tests based on the number of participants arriving at each location. This shall include re-testing as necessary until a "negative" or "positive" result is obtained.

6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.

6.2 Applicable Standards

There are no specific applicable standards identified for this SOW.

6.3 Verification/Hold Points

Not Applicable.

7 QUALIFICATIONS

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work specified in this SOW. The subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their work at the Hanford site. Additionally, the subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

The subcontractor shall demonstrate its qualifications to provide screening tests in compliance with State and Federal requirements.

- The Subcontractor shall possess the capability and flexibility to assign resources based on the needs of the Hanford site. This shall include the ability to increase the number of personnel at locations that receive a higher number of participants. In addition, the Subcontractor shall possess the capability to handle large volumes of participants in short durations, such as within a few hours of on-coming shift changes.
- The Subcontractor shall possess the capability to ensure records are maintained and accurately recorded.
- The Subcontractor shall have experience performing COVID-19 screening test services. Previous experience may include a mobile laboratory or in-facility environment. Experience shall consist of collection of specimens, conducting analysis, determining results, providing notifications, as well as reporting.

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements and certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8 SPECIAL REQUIREMENTS

None

8.1 Training

The following types of training are required:

1. HGET/HMISGET General Employee Training or Hanford Site Orientation.

The subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after a ward, the subcontractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation so that crews will be eligible for work on site. The badging request is required, because without it an HID# cannot be assigned, and therefore training and medical evaluations cannot be easily coordinated and scheduled.

8.2 Use of Government Vehicles

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally modified by the parties and the employee(s) present a valid driver's license to the BTR for review.

8.3 Government Property

Government Property is not anticipated to be furnished to or acquired by Subcontractor under this SOW.

8.4 Hanford System Access Requirements

Not Applicable

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work will not require access authorization (security clearance).

10 MEETINGS

10.1 Meetings

After subcontract award, the subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at an HMIS Site. The time, date, and a agenda for the meeting will be provided to the subcontractor by HMIS.

The subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the subcontractor to attend all meetings shall have all required authority to make decisions and commit subcontractor to technical decisions made during meetings.

HMIS will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, HMIS will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and HMIS. Invited attendees will include HMIS, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- **PROGRESS MEETINGS** - HMIS will conduct a progress meeting(s) at time and Hanford Site location determined by HMIS. Invited attendees will include HMIS, Subcontractor and key subcontractors. At the progress meeting, a mutually developed agenda will be used to review status.

11 INTERFACE/NOTIFICATIONS

A. A BTR will be designated for the subcontract/ subcontract release.

B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

C. The work will be inspected daily/periodically by the BTR.

D. The subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to subcontractor-owned property or equipment. The subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the injury or incident.

E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the subcontractor is to immediately contact the BTR. If, after several attempts, the subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the subcontractor is advised to suspend activities, the subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.

F. Prior to work in the field, subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

12 APPENDICES

Appendix A: Map of Potential Testing Locations